



Arnold Schwarzenegger, Governor  
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency  
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE  
*Equal Opportunity Employer*  
*Job Opportunity*

ACCOUNT CLERK II/OFFICE ASSISTANT (G)  
Sacramento  
Permanent — Full-Time

The Department of Real Estate is recruiting to fill a permanent, full-time position for either an Account Clerk II or an Office Assistant (G) for its Fiscal Section. The incumbent will perform duties concerned with the processing and reconciling of incoming revenue and applications as well as other miscellaneous mail sorting and delivery. This position is located at 2201 Broadway in downtown Sacramento.

**Duties of the position include:**

- Identify type of document to be entered into cash register and use appropriate register keys that identify revenue source collection.
- Enter all checks and cash received by the Department into the cash register.
- Daily closeout of the register for the next day processing and balance documents that are run through the cash register with calculator tape check amounts.
- Sort documents by type to be delivered to various units.
- Prepare daily deposits and process bar coded documents in a similar fashion.
- Open, sort, count mail and post fees received.
- Prepare statistical reports related to credit card processing and mail count.

**Necessary Qualifications:**

- Dependable and excellent attendance
- Ability to communicate effectively
- Excellent interpersonal skills
- Ability to function independently or as part of a team
- Ability to follow specific oral and written instructions and procedures
- Ability to shift priorities and be flexible

**Desirable Qualifications:**

- Ability to do basic math
- Experience with ten-key and with personal computer.

**Salary:**

Account Clerk II	A	\$2209 - \$2687	Office Assistant (G)	A	\$1938 - \$2354
				B	\$2130 - \$2588

**Who should apply:** Current State employees at the Account Clerk II or Office Assistant (G) classifications and those who are transferable to either class may apply. **Priority consideration will be given to those designated SROA/Surplus. Please indicate SROA/Surplus information on your state application.**

**Submit Applications to:**

Michele Walton, Personnel Services  
Department of Real Estate  
2201 Broadway, P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0796 or CALNET 498-0796

**For information on the position contact:**

Diane Westphal – Staff Services Manager II  
Department of Real Estate  
(916) 227-0845 or CalNet 498-0845

**California Relay Service:** 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

**FINAL FILING DATE: October 21, 2004**

Applications may be obtained from the SPB website at [www.spb.ca.gov](http://www.spb.ca.gov)

**Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.**

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.